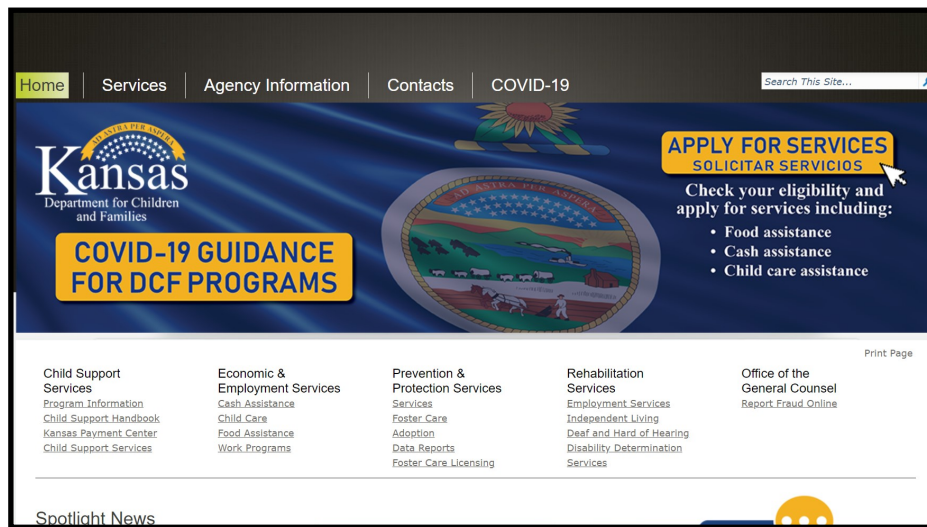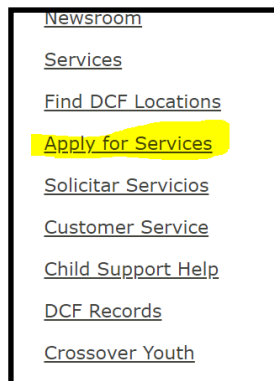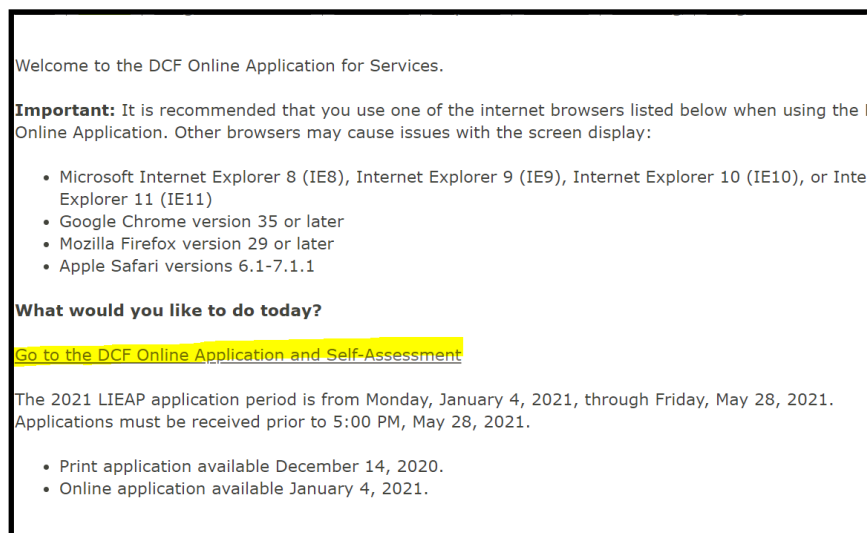1. Families applying for PEBT should access the DCF Public website at www.dcf.ks.gov.
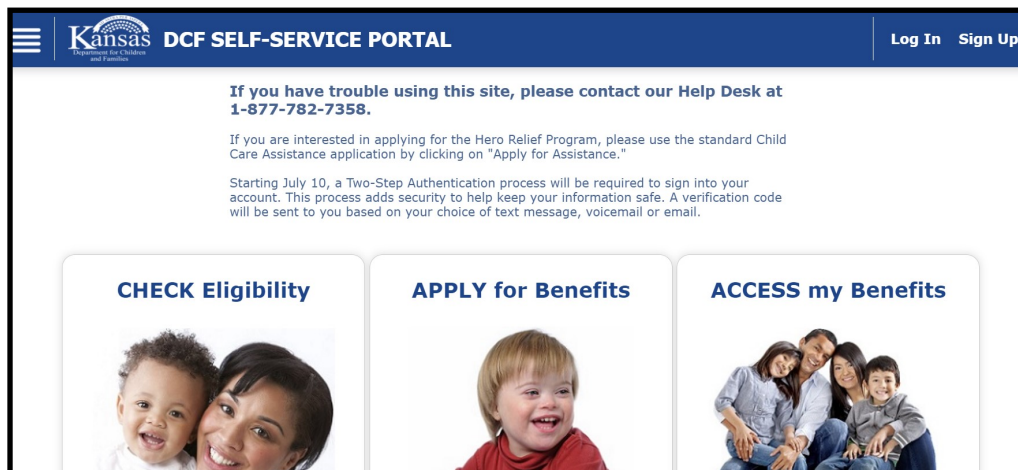

2. Users can either click on the yellow box that says "Apply for Services" or use the "Apply for Services" hyperlink. Scroll down to the bottom right area of the page and select the "Apply for Services" link

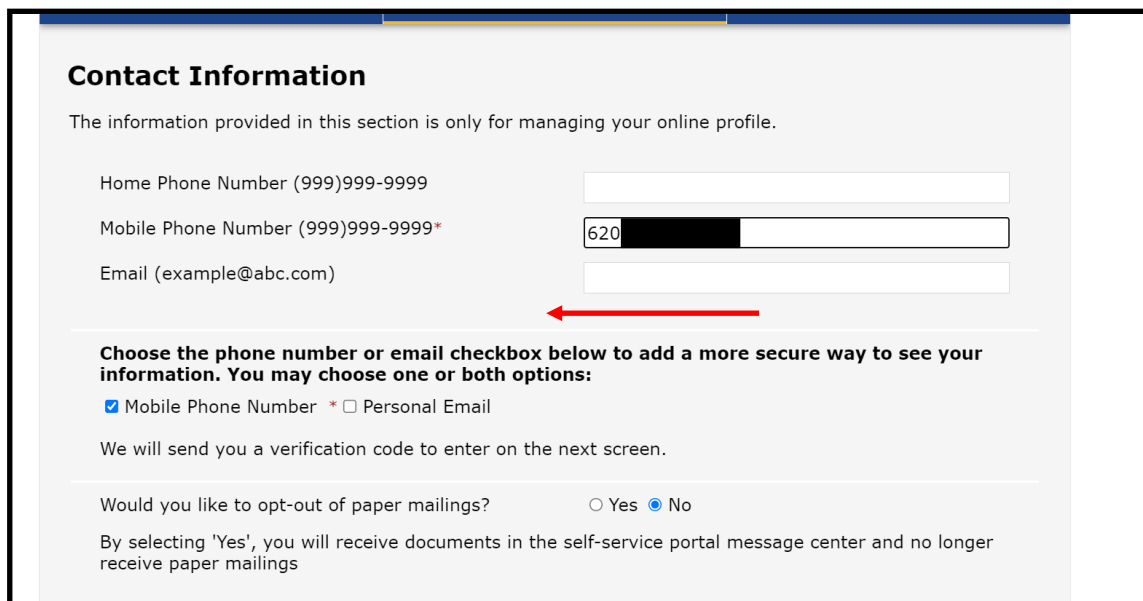3. Select the link for "Go to the DCF Online Application and Self-Assessment"

4. The DCF Self-Service Portal will display. Users can "Log In" if they have an existing account or they can "Sign Up" and create a new account. Users can contact Tier I Help Desk at 1-877-782-7358 if they have problems with account access or the application process.


5. When signing up for an account, users will need to use the two-step authentication. Users can enter both a mobile phone and email. If an email address and mobile phone number are both entered, consumers must select both mobile phone number and personal email in the next section. The user will prompted to choose which method they would like to receive their verification code in the next step.

6. A prompt will display asking where you want your verification code sent to. Once the verification code is received and entered, the SSP Portal will display. Users should hover over the "Apply for Assistance" text to display the "Apply for Assistance" link
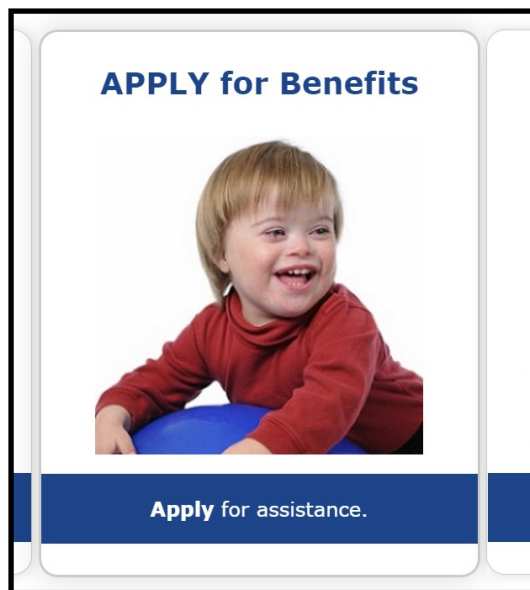
7. This is the same application process used by all of the DCF non-medical programs. Users will need to navigate through the Welcome pages to start the application for PEBT. On the "Let's get started" page, scroll to the bottom and select "Continue"

8. The "Instructions" page will display. Users can select the "Continue" button on the bottom right corner of the page.

Instructions

*The tabs above tell you what kind of questions we will be asking. The bar below the tabs tells h⟨ you are to finishing the application.**

You'll see some questions with a star - next to them. You must answer these questions before y on to the next page.

☐
Check this box next to the item you want to select.

○
Check this button next to the item you want to select.

Save and Continue

The Save and Continue button takes you to the next page.

Back

9. The "Start Your Application" page will display. Users can apply for PEBT. Users cannot select another program if they are applying for PEBT.

APPLY

Start Your Application

Which programs are you applying for? * Check all that apply:

☐ Food Assistance
☐ Cash Assistance (TANF or Refugee Cash Assistance)
   In order to be eligible for cash assistance, there must be at least one child in the home under the age of 18 (including an unborn baby) or you need to qualify as a refugee.
☐ Child Care
☐ Pandemic Food Assistance (P-EBT)
   You cannot apply for P-EBT with other programs selected; P-EBT must be the only program selected.

Continue

10. Applicants will be asked to provide their personal information (name, date of birth, SSN, phone number, email, and address). On the next page, applicants will be asked their gender and language preference. Once they save, the applicant can either add an additional adult in the home or Save and Continue to move to the student information.

11. For each student, the applicant will need to provide the student's name, date of birth, and relationship. After entering that information, the applicant will move to the next page which will ask for gender, SSN, district, school type, and unique identifier code.

12. Applicants should use the "Add a Person" button to add each child in their home, that has been provided a unique identifier. When finished, applicants can use "Save and Continue" to proceed to the "Submit Application" page.